

Administrative Adjustment of Standards Submittal Requirements



PURPOSE

The purpose of an Administrative Adjustment of Standards (AAS) is to provide the flexibility to modify standards in all zoning districts at the administrative level. An approval is based on a determination that the adjustment is consistent with the purpose and intent of the Land Use Code or the Central Issaquah Development and Design Standards while maintaining consistency with the vision, goals and policies of those plans.

Administrative Adjustment of Standards proposals are reviewed through a Level 2 Review process and some are reviewed by a Level 0 Review process for those properties located within the Central Issaquah Plan. An AAS complies with all standards and criteria set forth in the Issaquah Municipal Code or the Central Issaquah Development and Design Standards.

SUBMITTAL REQUIREMENTS

- ☐ One completed original Permit Application (required for each AAS requested), signed and dated. ([Permit Application](#))
- ☐ One Legal Description (may be on permit application).
- ☐ One copy of an Affidavit of Ownership/Agent Authority form. ([Affidavit of Ownership/Agent Authority](#))
- ☐ Application fee: ([Application fees](#))
- ☐ Eight copies of a narrative describing in detail, the administrative adjustment that is proposed. State how the proposal meets each individual approval criterion.
- ☐ Eight copies of a vicinity map.
- ☐ Eight copies of the drawings associated with the Administrative Adjustment of Standards drawn to scale. The plans may be included with an associated land use review application being reviewed concurrently. It is not necessary then to double up the number of site plans.
- ☐ Fold plans and drawings to 8 ½" x 11".

ADMINISTRATIVE ADJUSTMENTS ALLOWED BY LAND USE CODE

1. *Building height.* See criteria: IMC18.07.300 and IMC18.07.355
2. *Home Occupations.* See criteria: IMC18.07.310
3. *Senior Housing.* See criteria: IMC18.07.320
4. *Building Setbacks.* See criteria: IMC 18.07.330
5. *Animals – Outdoor accessory services and/or uses.* See criteria: IMC18.07.345
6. *Other standards not identified.* See criteria: IMC 18.07.350
7. *Parking.* See criteria: IMC18.09.060
8. *Signs.* See criteria: IMC18.11.540
9. *Landscaping.* See criteria: IMC18.12.170

ADMINISTRATIVE ADJUSTMENTS ALLOWED BY CENTRAL ISSAQUAH DEVELOPMENT AND DESIGN STANDARDS

Administrative Adjustments are processed through a Level 0 review process, except through a Level 2 Review process for the following requests:

1. *Setback reductions.*
2. *Parking reductions less than allowed by code.*
3. *Landscape reductions adjacent to residential neighbors.*
4. *Other elements determined by the Director that may impact neighbors.*

PUBLIC NOTICE

1. For a Level 2 Review, the City of Issaquah provides mailed noticing (including address labels) to all property owners within 300 feet of any boundary of the subject property; notice on the City website, and to electronic subscription notice.
2. For a Level 0 Review, notice to surrounding property owners is not required.

REVIEW AND APPROVAL PROCESS

1. Applicant makes an Intake Appointment for the application with a Permit Technician by calling the Permit Center at (425) 837-3100 or by e-mail at PermitCenter@issaquahwa.gov
2. The Development Services Department, upon receiving an AAS application and the appropriate application fee, will first review the proposal for compliance with existing zoning and land use regulations.
3. The application will be routed to City Departments that will have an interest in the review.
4. Based upon any city review comments, the Development Services Department may ask for more information, ask that corrections be made to the application, and/or approve the application with or without conditions.

5. A written Notice of Decision (NOD) will be prepared and signed by the Development Services Department. Copies of the NOD will either be mailed or emailed to the parties of record. Following issuance of the NOD, an appeal period of 14 days occurs in which the decision or any conditions can be appealed to the Hearing Examiner.

REVISION SUBMITTALS

All revision must be submitted to the Permit Center and date-stamped by a permit technician. Each revision package must include the same number of sheets/documents that were required for the original submittal. The Permit center can be reached by calling 425-837-3100 or by e-mail at PermitCenter@issaquahwa.gov

PLEASE NOTE

1. The property owner bears the responsibility for accuracy and completeness of all information provided with or affecting the application submittal.
2. The Development Services Department may require additional information as needed. If you have any questions concerning your application submittal, please visit or contact the Issaquah Permit Center (425-837-3100) between 9:00 a.m. and 5:00 p.m., Monday through Friday or by e-mail at PermitCenter@issaquahwa.gov